LPITS Online Video Training Library

Video Subject: **Windows 7 Peek**

The SC Legislative Process keeps us all pretty busy around here. -- Performing multiple tasks on our computers - simultaneously -- is a way of life.

With Windows 7 you can now preview the contents of open windows.

You can also enlarge a windows to see more details.

Here's how it works. . . .

As a file is opened in Microsoft Word --**a *Microsoft Word thumbnail*** is automatically added to your computer's taskbar. Opening additional documents causes that *Microsoft Word thumbnail* on the taskbar to assume a 'layering effect'.

I will now let my mouse hover over the Microsoft Word thumbnail on the taskbar.

Hovering is pointing - without clicking.

A **mini preview** *of each opened document is displayed by Windows 7.* *This is called* **Windows Peek**.

Hovering over a specific thumbnail causes its associated document to be displayed, in more detail, in the word processing area of your screen.

With Windows Peek, I can quickly see the contents of multiple opened documents - *simultaneously.*

I can bring a specific document to the foreground by simply clicking its associated thumbnail .

Here's a tip:

You can quickly close a Word document by closing its associated thumbnail.

Let's try it!

I will allow my mouse to hover over the Microsoft Word thumbnail on the taskbar. When the mini previews appear, I will point to the preview of the file that I'd like to close

I'm going to close the **House Calendar** document.

Notice that a red close icon now appears in the upper right corner of the thumbnail.

Yes.. you guessed it!

Clicking the red close icon will quickly close this document for me.

Relax . . . If I had made any changes to the document, Microsoft Word would have given me the opportunity to save the document before closing.

Windows Peek works with other applications on our S.C. Legislative Network…like Excel, Internet Explorer or PowerPoint.